

Project Charter — Streamline Leviathan Superfund RI/FS Process

DRAFT

Problem / Opportunity Statement:

The RI/FS is scheduled for completion in May 2019. In the past, the RI/FS process has not always proceeded on-schedule. Consider interim activities and streamline RI/FS to complete process by May 2019.

Scope:

Process Begins: Submittal of Site Characterization Report

Process Ends: Approval of Final RI/FS and Completion of Proposed Plan

Preliminary Objectives (Goals):

- Increase communication and distribution of information
- Clarify the following process steps and when these steps will be performed:
 - Identify COCs
 - Identify ARARs
 - Identify land use and remedy goals
 - Identify exposure pathways and backgrounds
- Identify additional interim actions/Just Do Its
- Identify actions to simplify the site complexity
- Eliminate reworks of submittals and need for multiple reviews
- Eliminate steps in the process that do not support end remedy and goals
- Meet RI/FS schedule milestones and deadlines

Commandments & Monuments:

Commandments – Must comply with requirements of the NCP.

Monuments – All decisions must be protective of human health and the environment.

Project Dates: March

Location: Alpine County, CA near Washoe Tribe, Nevada, USFS

Champion: Enrique Manzanilla (EPA)

Sponsors: Dana Barton (EPA), Caleb Shaffer (EPA)

Team Lead: Julie Sullivan, EPARPM

Team Members:

EPA – Gregory Reller, Contractor

Joshua Wirtschafter, ORC

Dana Barton, EPA Section Chief

ARC – Anthony Brown, ARC PM

Brian Johnson

Ronald Halsey

Lahontan Water Board – Scott Ferguson

Douglas Carey

Chris Stetler

NDEP – David Friedman

Washoe Tribe – Susan Jamerson

Norman Harry

Fred Kirschner

USFS – Ken Maas

Coach / Facilitator: Angela Sandoval/?

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Project Mission: Examine all aspects of the current Leviathan RI/FS and Proposed Plan Process flow, within scope, and restructure it to make a more efficient and effective streamlined process to meet or exceed the project goals.

Constraints:

- Team members will be expected to devote 100% of their time to the 3 day project, and participate in an out brief and strive to implement improvements.

Assumptions:

- The focus of the team will be on improving the timeliness, efficiency and quality of the existing process, not designing a new process.
- The team will be empowered to recommend process improvements.
- The team will continue to be involved in implementation recommendations.

Reporting: Status of implementation progress will be presented monthly to Champions & Sponsors.

Team Guidelines:

- The team will meet for 3 days from 8:30-5:00 pm in South Lake Tahoe ??
- All decisions will be made by consensus

Preliminary Project Plan:

- **Project Definition 8/2017 to present**
 - Analyze process
 - Secure Champions & Sponsors
 - Secure Team Members
 - Gemba Walk
- **Kick Off**
 - 02/--/2018 – 02/--/2018, South Lake Tahoe ??? [TBD]
- **Document Reality**
 - Current State Process Mapping
- **Analyze and ID Waste**
 - Brainstorm Problems
- **Optimize Flow and Reduce Friction**
 - Brainstorm Solution
 - PICK Charting
- **Implement and Validate**
 - Future Process Map
 - Implementation Plan
- **Out Brief** [afternoon on the last day]
 - Obtain management commitment to follow through on Team's solutions